

Commercial Fundraiser Initial Registration Check List

Each question must be completed and all required attachments must be included with your application. The items in the checklist below are the most common reasons initial registrations are rejected. Please use the checklist to prevent any delay in processing your submission.

Application

- ☐ Please print legibly in ink. Do not staple or bind documents.
- ☐ Ensure each question is answered. If the question does not apply, please mark it as "NA."
- ☐ You must include the acronym "PMB" in the mailing address field if using a Private Mail Box.
- ☐ If mailing address is a PO Box or Private Mail Box (PMB), you must provide a street address in the "street address" field.
- ☐ The fiscal or accounting year beginning date (mm/dd/yyyy) and the fiscal or accounting year ending date (mm/dd/yyyy) that corresponds with the financial information provided in the Solicitation Report. If the organization is new, a projected year end date (mm/dd/yyyy) must be provided.
- ☐ The Solicitation Report (Lines 1-2) must be completed using gross revenue. Financial information must be reported even if the commercial fundraiser does not have custody of the funds.

Required Attachments (Please label attachments accordingly)

- ☐ \$15,000 Commercial Fundraiser Surety Bond
- ☐ If applicable, a list of other mailing, street, electronic or Internet addresses (excluding those provided in Section 1) used to conduct solicitations in Washington State on behalf of one or more charitable organizations, including those used by subcontractors, if any.
- ☐ If applicable, a list containing the name, address and telephone number for each commercial fundraiser (subcontractor) retained in the conduct of providing fundraising services for the charitable organizations listed in the renewal form and/or its attachments. Include the contract beginning and ending dates for each subcontractor used.
- ☐ If applicable, a list of states where the commercial fundraiser is registered to solicit contributions, including all names under which the organization is currently registered/has been registered in the past three years.
- ☐ If applicable, a list containing the name, address, and telephone number of each charitable organization for which the commercial fundraiser conducted solicitations/provided services during the fiscal/accounting year reported in the Solicitation Report. Include those charitable organizations with which the commercial fundraiser contracts directly, as well as those for which it subcontracts.
- ☐ Sign the application. It must be signed by an owner or officer.
- ☐ Any additional attachments created by the organization that correspond with questions on the application.

☐ \$250.00 filing fee. Make checks payable to the “State of Washington.”

☐ Additional \$20.00 “Expedite fee” if priority processing is requested.

Please note that the application and all attachments are subject to public review. Do not provide social security numbers, bank account information, or any other information not requested that you do not wish to make available to the public.

Please contact the Charities Program if you have any questions or require assistance.

Toll free: 1-800-332-4483

Outside the state of Washington: 360-725-0378.